LMS
Learning Management System
Tip Sheet

ACCESSING BOOKS24X7 FROM THE LMS

Do you know you get access to hundreds of books for free from the LMS? Books24x7 gives you access to books in Business, IT, Project Management and many other interesting categories. You just need to register one time. Books24x7 will then be available in your **In-Progress Learning Activities** portlet.
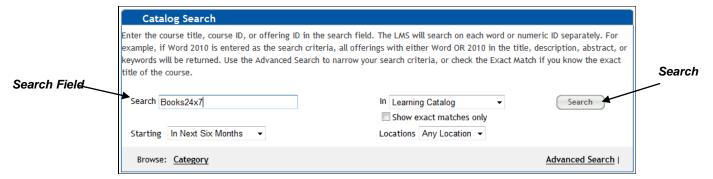
This tip sheet will show you how to access Books24x7 in the LMS.
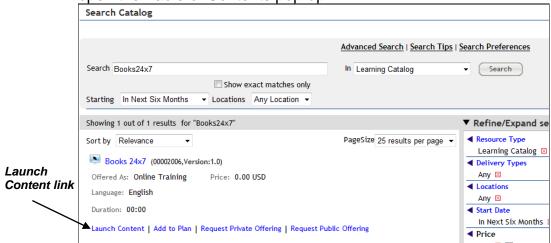
To access Books24x7 in the LMS:

1. Log on to the LMS.

   NOTE: For instructions about logging on, see the *Log-On Instructions (TS02-L) tip Sheet.*

2. Go to the **Catalog Search** portlet and type "Books24x7" in the search field and then click the **Search** button.

Search Field

Catalog Search

Enter the course title, course ID, or offering ID in the search field. The LMS will search on each word or numeric ID separately. For example, if Word 2010 is entered as the search criteria, all offerings with either Word OR 2010 in the title, description, abstract, or keywords will be returned. Use the Advanced Search to narrow your search criteria, or check the Exact Match if you know the exact title of the course.

Search

Search | Books24x7 | In | Learning Catalog ▾ | Search

☐ Show exact matches only

Starting | In Next Six Months ▾ | Locations | Any Location ▾

Browse: **Category**

Advanced Search |

3. From the Search Catalog screen click on the **Launch Content** link to open the Table of Contents pop-up.

Search Catalog

Advanced Search | Search Tips | Search Preferences

Search | Books24x7 | In | Learning Catalog ▾ | Search

☐ Show exact matches only

Starting | In Next Six Months ▾ | Locations | Any Location ▾

Showing 1 out of 1 results for "Books24x7"

▼ Refine/Expand se

Sort by | Relevance ▾

PageSize | 25 results per page ▾

◀ **Resource Type**
Learning Catalog ☒

◀ **Delivery Types**
Any ☒

Books 24x7 (00002006,Version:1.0)

Launch Content link

Offered As: Online Training   Price: 0.00 USD

Language: English

◀ **Locations**
Any ☒

◀ **Start Date**
In Next Six Months

Duration: 00:00

◀ **Price**

Launch Content | Add to Plan | Request Private Offering | Request Public Offering
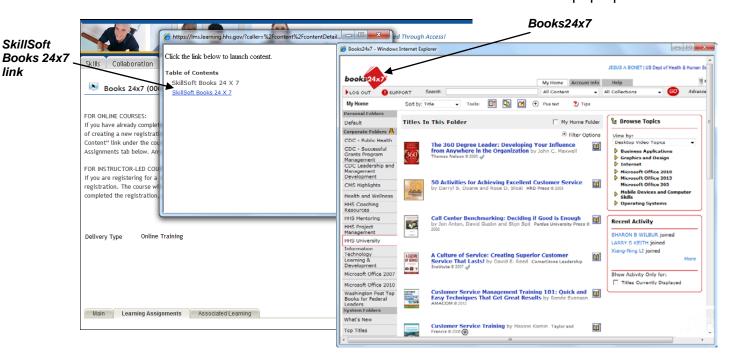
NIH National Institutes of Health

4. Click the **SkillSoft Books 24x7** link from the Table of Contents pop-up.

IMPORTANT: Books 24x7 will never mark complete in your Transcript. To access Books 24x7 again in the future, navigate to your In-Progress Learning. It can be accessed from either the In-Progress Learning portlet or the Learning tab.

For additional information about how to get started with Books24x7 please visit: **http://help.books24x7.com/bkb/#30369.htm**

If you experience trouble with this process, please submit a helpdesk ticket to HR Systems Support (HRSS) at: **http://intrahr.od.nih.gov/helpdeskform.htm**

National Institutes of Health